

# **DSW Card Renewal Procedure for New Academy Graduates of CERT San Diego**

New CERT San Diego Academy graduates must follow these steps to qualify for their DSW card within the first year after their graduation date.

1) Attend two team meetings with your designated community team. This information is made available to all students at the Final Drill. If students leave the drill early, it is their responsibility to make arrangements to receive this information through the CERT San Diego Program office.

2) Attend two qualifying Continuing Education\* classes.

## **Recordkeeping Responsibilities**

Graduates are responsible for maintaining their training records and turning in this information in a timely manner to their community Team Leaders. The Date, Name of Event, and Length of Time need to be turned in.

When the requirements above are met, new graduates will contact their community Team Leader, verify dates, times, and information related to the qualifying events, and tell the team leader what academy they graduated from.

After that, community Team Leaders will turn in this information to their appropriate Battalion Liaison, who will then process, verify, and turn in the data to the CERT San Diego program office.

Please note that the CERT San Diego program office will not process any DSW renewals unless they follow the chain of command mentioned above.

DSW cards are processed\*\* the first week of even numbered months:

October 2009 (Batch 7)

December 2009 (Batch 8)

February 2010 (Batch 9)

April 2010 (Batch 10)

\* Definition of a qualifying Continuing Education: Classes, seminars, exercises/drills that cover or expand on topics in the CERT Academy and relevant to our location; must be at least two hours long; and available to the public (ie, training offered at or required for work does not qualify; training offered by Red Cross does qualify).

\*\*Turn-around time after batches are submitted to OES may vary.